

**SPA Board Meeting - Public Session
Rolling Action Log**

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
MEETING HELD 24 AUGUST 2017						
240817-SPABM-001	Focus on Domestic Abuse: Provide Members with a fuller list of MATAAC partners and how they varied in different parts of Scotland.	DSU Gordon McCreddie	OPEN	28.09.17		14.09.17: Members were provided with a fuller list of MATAAC partners via email correspondence on 14 September 2017. Propose to close.
240817-SPABM-002	Proposed Schedule of Topics for Future Focus Briefings: Inform DCC Livingstone on what would be expected in terms of content for future focus briefings via SPA Liaison and ensure this is reflected within the Terms of Reference.	SPA Members	OPEN	28.11.17		12.09.17: Members feedback received and passed to the Policing Committee to allow discussions to take place between SPA and Police Scotland. Propose to close.
240817-SPABM-003	Performance Report: Provide an updated briefing on POCA to Members.	James Gray	OPEN	28.09.17		13.09.2017: In 2016/17 the SPA received £140,000 from POCA recovery. This was included in the indicative outturn report provided to the SPA Board on 25 May 2017. For 2017/18 Police Scotland has discussed POCA recovery as part of the Autumn Budget Review. The Scottish Government has not agreed any POCA allocation to the SPA and any potential transfer will occur at the Spring Budget Review. A further updated will be provided to Members and in the meantime this update has been captured within the Board Workplan. Propose to close.

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240817-SPABM-004	Performance Report: Ensure that non-criminal justice interventions become more visible within future performance reporting.	DCC Johnny Gwynne / DCC Iain Livingstone	OPEN	28.11.17		13.09.2017: Work is being carried out which will address the actions for future meetings. Propose Ongoing.
240817-SPABM-005	Performance Report: Ensure data is contextualised in terms of trends and demographics, eg domestic house break-ins, to allow reporting to become clearer.	DCC Iain Livingstone	OPEN	28.11.17		13.09.2017: Work is being carried out which will address the actions for future meetings. Propose Ongoing.
240817-SPABM-006	Performance Report: Clarify the reporting of historical information and how it impacts on current data to allow Members to understand if improvements were being made.	DCC Iain Livingstone	OPEN	28.11.17		13.09.2017: Work is being carried out which will address the actions for future meetings. Propose Ongoing.
240817-SPABM-007	Performance Report: Ensure that the People and Development area of the report provides a broader picture of resource deployment and succession planning to provide an understanding of future challenges that Police Scotland could be facing.	DCC Iain Livingstone	OPEN	28.11.17		13.09.2017: Work is being carried out which will address the actions for future meetings. Propose Ongoing.
240817-SPABM-008	Performance Report: Ensure that measures for Training Development are included within the People and Development area of the report.	DCC Iain Livingstone	OPEN	28.11.17		13.09.2017: Work is being carried out which will address the actions for future meetings. Propose Ongoing.
240817-SPABM-009	Performance Report: Feedback to Members on the outcomes of the Probationer Training Course that took place in July.	David Page	OPEN	28.09.17		25.09.2017: An update was circulated to Members on the 25 th September 2017 and they were advised that a further update would be provided with a more detailed examination of the initial training delivered to course 2/17. Propose Ongoing.

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240817-SPABM-010	Performance Report: Ensure that Police Scotland Corporate Performance reports includes Enabling Strategies and delivery targets, particularly in ICT, to inform Members of Police Scotland's progress.	David Page/ DCC Iain Livingstone	OPEN	28.11.17		13.09.2017: Work is being carried out which will address the actions for future meetings. Propose Ongoing.
240817-SPABM-011	SPA Strategic Delivery: Reflect on the comments made by Members and consider how these should be reflected within future SPA Strategic Delivery Review.	Stephen Jones	OPEN	28.11.17		06.07.17: Quarter Two version of Strategic Delivery Review will reflect Member comments relating to clearer linkage to APP commitments, business as usual and enabling strategies. Quarter Three and Four versions will include reported progress towards strategy milestones as identified in the 2026 Strategy Implementation Plan. Propose to close.
240817-SPABM-012	Financial Review Q1 2017/18: Attend the meeting between Police Scotland and Scottish Government to discuss use of reform funding and report the outcome back to Members.	John Foley	OPEN	28.09.17		05.09.17: John Foley attended a meeting between Police Scotland and Scottish Government on 4 Sept 2017. It was agreed that further considerations would be made over coming months. Propose ongoing.
240817-SPABM-013	Financial Review Q1 2017/18: Return to the Board on the 28 th September 2017 with a revised forecast including the agreed position with Scottish Government on Reform and Capital.	James Gray	OPEN	28.09.17		13.09.2017: A revised forecast will be presented to the SPA Board on 28 September 2017. Propose to close.
240817-SPABM-014	2026 Implementation Plan Progress: Provide Members with a detailed briefing before the next SPA Board Meeting on 28 September 2017.	David Page	OPEN	28.09.17		15.09.2017: A briefing meeting has been scheduled to take place on 19 September, during which SPA members will receive an update on the current position. Propose to close.

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240817-SPABM-015	Response to HMICS Inspection of Forensic Services: Ensure the action plan is returned to the Board for acceptance and approval of proposed actions.	Tom Nelson	OPEN	28.09.17		11.09.17: The Forensic Services Action Plan will be presented to the SPA Board on 28 September for approval. Propose to close.
240817-SPABM-016	Police Scotland Contact Command and Control Update: Carry out a transition review following conclusion of programme milestone.	ACC John Hawkins	OPEN	28.11.17		13.09.2017: Action remains ongoing, expected date of completion November. Propose ongoing.
240817-SPABM-017	Police Scotland Contact Command and Control Update: NDEU proposal – Police Scotland to consider how concerns will be addressed and explain alternative options openly in public session.	ACC John Hawkins	OPEN	28.09.17		13.09.2017: This action is answered in the submission of Agenda Item to the SPA Board on 28 September 2017. Propose to close.
240817-SPABM-018	Corporate Governance Framework: Ensure discussions with Police Scotland take place on definitions of senior directors as part of the next stage of review actions to address the HMICS recommendations.	John Foley	OPEN	28.09.17		11.09.17: Discussions have yet to take place, however, the matter will be discussed at a future meeting with the DCC Designate. Propose ongoing.
240817-SPABM-019	Corporate Governance Framework: Ensure that changes in Forensic Services Governance is reflected within the Corporate Governance Framework.	John Foley	OPEN	28.09.17		11.09.17: Changes will be incorporated within the next iteration of the Corporate Governance Framework. Propose to close.
MEETING HELD 22 JUNE 2017						
220617-SPABM-007	Draft 3 Year Transformation Implementation Plan Progress: Provide members with more information on Master Data Index.	David Page	ONGOING	24.08.17 28.09.17		14.08.2017: A briefing paper on the Master Index was prepared by Police Scotland and was circulated to Members on 21 September 2017. Propose to close.

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220617-SPABM-008	<p>Draft 3 Year Transformation Implementation Plan Progress:</p> <p>Return to the Board with confirmation that:</p> <p>i) Police Scotland are on track with 3 year implementation plan starting on 1 October 2017, or 2.5 year implementation plan starting 1 October.</p> <p>ii) Financial stability will still be achieved by year 4.</p>	David Page	ONGOING	24.08.17 28.09.17		<p>14.08.2017: A verbal update to be provided to the SPA Board on the 24th August 2017.</p> <p>15.09.2017: i) The 3 Year Implementation Plan will be discussed with members at a meeting scheduled for 19 September 2017.</p> <p>ii) PSOS remain focused on achieving Financial Stability by year four.</p> <p>Propose to ongoing.</p>
220617-SPABM-009	<p>Draft 3 Year Financial Plan: Report Back to the 24 August Board meeting with assurance and detail of the underpinning projects so that Members have a clearer understanding of where savings were coming from.</p>	James Gray	ONGOING	24.08.17 28.09.17		<p>04.08.17: Work is underway to establish how the key projects in the 3 Year Financial Plan will deliver the savings necessary to balance the budget by the 1 April 2020. This involves close working between the finance department and the Senior Responsible Officers for the key projects to understand the benefits that will be realised. It is expected that this work will be undertaken throughout August, and will result in a 3 Year Financial Plan that will initially be presented to the Finance Committee in September and then the SPA Board.</p> <p>15.09.2017: The 3 Year Financial Plan will be presented to the SPA Board on 28 September, providing an update to this action.</p> <p>Propose ongoing.</p>

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220617-SPABM-010	Draft 3 Year Financial Plan: Update the implementation plan, addressing the points made by the Board on 22 June 2017 and come back to the Board with a further more detail developed plan on 24 August 2017.	David Page	ONGOING	24.08.17 28.09.17		<p>04.08.17: As per action 220617-SPABM-009 – the 3 Year Financial & Implementation Plans will initially be presented to the Finance Committee in September and then the SPA Board.</p> <p>15.09.2017: (i) The 3 Year Implementation Plan will be discussed with member at a meeting scheduled for 19 September 2017.</p> <p>(ii) As per 220617-SPABM-009</p> <p>Propose ongoing.</p>
220617-SPABM-011	Draft 3 Year Financial Plan: Bring forward the final Implementation Plan and 3 Year Financial Plan to the Board for approval.	David Page	OPEN	28.09.17		<p>04.08.17: As per action 220617-SPABM-009, the 3 Year Financial & Implementation Plans will initially be presented to the Finance Committee in September and then the SPA Board.</p> <p>15.09.2017: As per 220617-SPABM-009.</p> <p>Propose ongoing.</p>
220617-SPABM-013	SPA Corporate Governance Framework – Six Months’ Review Terms of Reference: Have further discussions with HMICS and Audit Scotland about what ‘good governance’ looks like and come back to the Board to allow a fuller discussion about the timing of the review.	David Hume	OPEN	28.09.17		<p>07.08.17: Comments on the Good Governance Framework have been received from CIPFA SOLACE and discussions have taken place with Audit Scotland and Scottish Government. A draft workbook has piloted with 2 board members and a fuller update will be provided at the September SPA Board Meeting.</p> <p>11.09.17: Detailed interviews are underway with SPA Board Members and Officers. A further update will be provided to the November SPA Board Meeting.</p> <p>Propose ongoing.</p>

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220617-SPABM-018	SPA Chief Executive's Report: Liaise with Police Scotland on what capacity they have to take on the functions of the British Transport Police in Scotland.	John Foley David Page	ONGOING	24.08.17 28.09.17		<p>04.08.17: Police Scotland are working closely with Scottish Government, BTP, BTPA and SPA to further develop the integration programme for railways policing. Associated governance is currently being reviewed and a proposal on next steps will be discussed at the BTP Integration Joint Programme Board in September. A further update will be provided to the SPA Board after that point.</p> <p>16.09.2017: PSOS have established alongside BTP/BTPA a joint programme board, the Mobilisation, Transition and Transformation Board (MTTB) to manage the BTP program. The MTTB will report to the Portfolio Management Board and the Joint Programme Board.</p> <p>Propose to close</p>
220617-SPABM-022	SPA Independent Custody Visiting Report: Include information relating to children being detained in Police Custody within the activity table of the ICV Report.	John McCroskie/ Brian McFadyen	OPEN	19.12.17		<p>07.08.17: This item is not yet due.</p>

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MEETING HELD 7 JUNE 2017						
070617-SPABM-004	Police Scotland Contact Command and Control Progress Update: Engage with Highland Council to address their concerns about proposals relating to the Inverness Control Room and Service Centre, and the NDEU.	ACC J Hawkins	ONGOING	24.08.17 28.09.17		<p>13.06.17: The Chief Constable has written to the Leader of Highland Council and a meeting, which had been arranged prior to this issue coming to light, will take place on 23rd July, between H & I Council, ACC Hawkins, ACC Cowie, Mr Derek Penman, HMICS and the Programme Team. A full briefing will be provided in relation to Police Scotland's ongoing planning activity. This will be discussed at the GAAG on 28th July 2017.</p> <p>04.08.17: The Chief Constable has written to the Leader of Highland Council and a meeting, which had been arranged prior to this issue coming to light, took place on 23rd July, between H & I Council, ACC Hawkins, ACC Cowie, Mr Derek Penman, HMICS and the Programme Team. A full briefing was provided in relation to Police Scotland's ongoing planning activity. This matter was also discussed at the GAAG on 28th July 2017. In addition, the Chief Constable met with the Leader of Highland Council on 2nd August 2017 where Inverness Transition and the NDEU was discussed.</p> <p>13.09.2017: Engagement continues to be undertaken and Propose action is continues and remains ongoing.</p> <p>Propose ongoing.</p>

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MEETING HELD 25 MAY 2017						
250517-SPABM-010	SPA Corporate Performance Report: Produce a Balance Scorecard to allow members to see at glance progress against objectives.	John Foley	OPEN	28.11.17		07.06.17: SPA's Corporate Performance Framework will be developed to align with SPA's Business Plan from 2018/19. A conventional Balanced Scorecard approach will be explored to test its suitability as a tool for reporting on the outcomes and objectives set out in the Business Plan, as will other dashboard reporting formats. Progress update will be reported to the Board within the SPA Corporate Performance report. Propose to close.
250517-SPABM-012	British Transport Police Integration: Bring forward regular progress reports to the board, first being presented to the August Board to allow a more substantive discussion on the British Transport Police Integration.	John Foley/ David Page	ONGOING	24.8.17 28.09.17		07.08.17: As this action is in transition from SPA to Police Scotland and David Page has been asked to comment on the future reporting. 21.08.17: Ownership has been transferred from SPA to PS (David Page). In light of this it is proposed this task be continued for initial reporting in September to enable proposal to be presented to Policing Committee in advance of September Public Board and thereafter become a standing agenda item. 15.09.2017: As per 220617-SPABM-018. Propose to close.
250517-SPABM-015	Committee Chairs Report – Policing: Return to the August Board with an update on how the Policing Committee was Developing under its new approach.	George Graham	ONGOING	24.8.17 28.11.17		07.08.17: The Policing Committee will request feedback on how the committee is operating ahead of the September committee, with a view to reporting back to the November Board. Views will be sought on the following areas; Agenda content; strategic purpose of the committee;

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						level of support and challenge opportunities; any gaps in the business of the committee; transition from private to public; achievements so far. Propose ongoing.
MEETING HELD 22 MARCH 2017						
220317-SPABM-002	Chief Constable's Report: Bring back a report which details the split of gender and other diversity aspects of those officers that were recently promoted. (When process is complete)	CC Philip Gormley	ONGOING	24.8.17 28.09.17		<p>14.06.17: Collation and analysis of this data is currently being carried out alongside a broader piece of work around Improvements in Equality and Diversity. An update will be provided at the SPA Board Meeting on the 24th August 2017.</p> <p>19.7.17: Director of People and Development has produced a briefing to be circulated for member's attention rather than a paper presented at the Board.</p> <p>14.08.17: Draft report has been compiled and will be presented to Senior Leadership Board 30th August 2017 by Director of People and Development and thereafter circulated to members.</p> <p>20.09.2017: Report will now be presented to the Senior Leadership Board on 27 September and a future SPA Board.</p> <p>Propose ongoing.</p>

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220317-SPABM-009	Estates Re-Modelling Proposal within Peterhead: Revisit proposal with Aberdeenshire Council to agree 5-7 years break clause; Council as landlord and Police Scotland tenant; accept change to NPV up to 20%. Ensure John Foley is sighted and agrees to revised proposal. If revised terms cannot be agreed, then proposal should return to the Board.	David Page/ ACC Andy Cowie	ONGOING	25.05.17 24.8.17 28.09.17		<p>08.05.17: Negotiations are on-going with Aberdeenshire Council where we seek terms similar to that of Haddington. This currently sits with PSOS Legal Team and the Board will be updated at the conclusion of these discussions.</p> <p>12.06.17: Engagement/ Negotiations still ongoing with Aberdeenshire Council. Board will be updated in due course.</p> <p>13.09.2017: Discussions continue with Aberdeenshire Council, PSOS and Scottish Futures Trust to identify an acceptable solution to all parties.</p> <p>Propose ongoing.</p>
MEETING HELD 24 FEBRUARY 2017						
240217-SPABM-001	Chief Constable's Report: Ensure there is ongoing assessment and monitoring as part of the implementation of Code of Practise for Stop and Search.	DCC Fitzpatrick	OPEN	28.11.17		<p>03.03.17: The Code of Practice is not implemented until 11 May 2017 and the ongoing assessment and monitoring will commence at that time. It would seem appropriate to perhaps monitor this for a period of 2-3 months prior to reporting back to the SPA and initially this response would probably more suit report to the SPA Policing Committee prior to consideration by the SPA Board.</p> <p>04.05.17: This item is not yet due.</p>

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240217-SPABM-005	Police Scotland Performance Report: Reference pg22/23, consider a more in-depth discussion around public confidence at a future SPA Board Meeting.	DCC Fitzpatrick	ONGOING	24.08.17 28.09.17		<p>03.03.17: The presentation around public confidence is work that ACC Cowie leads on. A more in depth discussion will take place at the May Board meeting in the context of developing the new Performance Framework.</p> <p>08.05.17: Work is currently ongoing in relation to public confidence and is anticipated that a paper will come before the August board.</p> <p>07.08.17: The Chair asked for consideration of this item to be postponed due to other priorities for the August Board Agenda.</p> <p>14.09.2017: This matter will be addressed at the Policing Committee in October and then presented to the November Public Board.</p> <p>Propose ongoing.</p>
MEETING HELD 25 AUGUST 2016						
250816-SPABM-001	Police Scotland Performance Report/SPA Forensic Services Report: Provide explanation to Members around the 35% rejection rate from National Forensics Gateway and ensure that work is carried out with Forensic Services Gateway Partners in the meantime, including consideration of Lean Six Sigma processes, to reduce that rate. <u>(This action incorporates previously closed action numbers 200616-SPABM-001, 200616-SPABM-004 and 200616-SPABM-009)</u>	CC Philip Gormley/ Tom Nelson	ONGOING	25.8.16 27.10.16 24.02.17 25.05.17 28.09.17	24.08.17	<p>26.08.16: Support has now been provided to the National Forensic Services Gateway (NFG) by Continuous Improvement Staff from Police Scotland Organisational Development who are trained in the delivery of Lean Six Sigma. This programme of work will be taken forward by the FSSPF with a Short Life Working Group focusing on the performance of the National Forensics Gateway. The training will assist in improving current rejection rates, with initial interviews/consultation having taken place with NFG National Manager and staff on Thursday 18 August 2016. Further engagement will be undertaken with partners to confirm understanding of roles and responsibilities within the end to end submission process. A report of findings and progress will be provided by DSU</p>

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						<p>Sean Scott at the conclusion of this work and is anticipated to be made available to Members in advance of the next SPA Board on 27 October 2016.</p> <p>27.10.16: Although in hand Members are yet unaware of the results, therefore agreed it should be ongoing.</p> <p>03.11.16: Tom Nelson advised that this is a 3 month pilot, due to complete in February 2017, after which a report will be provided to the Board at its March Meeting.</p> <p>24.01.17: Tom Nelson advised that SPA + PS took the decision to extend the pilot by a further month. A report will, therefore, be provided to the Board at the 25 May meeting.</p> <p>15.06.17: This action now relates to new actions 240217-SPABM-010 and 250517-SPABM-009. Once those actions have been discharged the same will apply to this action.</p> <p>08.08.17: The JNFG Pilot Evaluation document was submitted to the Forensics Services Management Advisory Board on 7th August 2017 and will be submitted to the SPA Board on 24th August 2017.</p> <p>12.09.17: A joint report between Police Scotland and Forensic Services to the next Forensics Committee on 7th November 2017 before coming to the SPA Board on 28 November 2017.</p> <p>Propose ongoing.</p>